

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Utility Worker I

BAND	GRADE	
NE	616	
DEPARTMENT: Varies	ACCOUNTABLE TO: Field or Utility Supervisor	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbents are responsible for performing routine labor functions in the water or wastewater divisions. Duties may include: installing meters; setting forms and pouring concrete; raising and repairing manholes; cleaning sewer systems; assisting in repairing lift stations and treatment plant equipment; and, inventorying supplies and materials.		
DISTINGUISHING CHARACTERISTICS: This is the first level of a five level utility series. The Utility Worker I is distinguished from the Utility Worker II in that the Utility Worker II performs journey level work on an on-going basis.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Installs meters and fire hydrants in domestic and commercial buildings; reads and repairs water meters; cleans and vectors pumping stations; and, notifies residents and/or owners of main shutdowns.	Varies	
2.	Raises and repairs manholes and cleans sewer systems.	Varies	
3.	Assists in performing basic construction activities, such as remodeling, plumbing, painting, fabrication, and carpentry work.	Varies	
4.	Picks-up and delivers various equipment and supplies; inventories materials and supplies; stocks vehicles with parts; ensures equipment is stored in proper areas.	Varies	
5.	Receives service calls from the public and resolves problems involving usage or billing or prepares work orders.	Weekly	
6.	Maintains records of service.	As Required	

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7.	Assists in repairing lift stations and/or treatment plant equipment.	As Required	
8.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Methods, materials and equipment used in construction, water or wastewater maintenance;
- Water systems;
- Sewer systems;
- Basic construction methods, including electrical systems, pipefitting, welding and fabrication and masonry;
- Safety precautions;
- City codes and ordinances, traffic laws and blue stake laws.

Skills (position requirements at entry):

Skill in:

- Maintaining and repairing equipment;
- Using hand and power tools;
- Reading and interpreting blueprints;
- Performing construction related activities;
- Operating various equipment related to area of assignment;
- Performing traffic control;
- Installing and repairing water and sewer systems;
- Using and storing chemicals;

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) and one year of experience performing duties related to those as described above; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions will require the following certifications depending on assignment as follows:

Water Division

- Water Distribution or Treatment I Certification.

Wastewater

- Wastewater Collections or Treatment I Certification.

Positions may also require one or more of the following licenses depending on assignment:

- Confined Space/Training and Shoring Certification;
- Closed Circuit Television Certification;
- Valid State of Arizona Driver's License with Commercial Endorsement, Tanker Endorsement and/or Hazardous Materials Endorsement;
- Forklift Certification;
- Flagger's Certification;
- Hazardous Materials Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Human Resources/Risk Management (jls)

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